



HRC NEWS & VIEWS

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June 2013

READ ALL ABOUT IT BY JEAN LUTHER

A survey was recently performed to determine if staff read *News and Views*, and if not, why not. We were pleasantly surprised to find that most staff do read it. We were really wondering if the front line staff had the time or opportunity to read it and assumed that most of the office staff did read it.

Working on this premise, I interviewed a higher percentage of coaches and Youth Security Supervisors (YSS). Of the 103 staff on our campus, 57 were interviewed. Seventy-six percent of the coaches, 75% of the YSS's and 39% of other staff (i.e. office staff, House-keeping, Nutrition Services, Maintenance, Teachers, etc.) were inter-

viewed.

One hundred percent of the YSS's and office personnel read it at least sometimes and 77% of the coaches for a total of 89% of all staff who read it. When I split the coaches per shift, the numbers were more revealing: 100% of the day, 55% of afternoon and 85% of the night shift said they read it at least sometimes.

When asked what prevented the coaches from reading it, the answer was almost evenly divided between using the computer and finding the time. This could be a combination of the two. Many of the coaches felt it might be easier to read if there was a hard copy available for their own

use.

I also asked which types of articles presently featured in the paper are of interest to staff. Under 50% of all staff were interested in games. The top scores went to Marj's Facility Operating articles.

There were a lot of good comments and suggestions made by staff. Mentioned several times were requests for more history and photos of the facility and articles spotlighting the job duties of staff and duties that others may be unaware of. The News & Views crew will take these suggestions under advisement as we plan for future issues. Thanks to all who participated in the survey.

GREAT OUTDOORS CHALLENGE

What better way to celebrate Great Outdoors Month than with a challenge! All employees are encouraged to dress casual on Thursday, June 27th with

a t-shirt depicting the outdoors. Whether it's hunting, fishing, relaxing in the shade, biking, or whatever represents the outdoors, we want you to show it off!

Judging will take place and a prize will be awarded for the best t-shirt depicting the great outdoors!

We hope you join the fun!

June is

Adopt A Shelter Cat Month

Dairy Month

Great Outdoors Month

National Candy Month

National Fruit and Veggies Month

National Smile Month

National Safety Month

National Soul Food Month

Rebuild Your Life Month

National Flag Week 9-15

National Sun Safety Week 2-8

Men's Health Week 10-16

Lightning Safety Awareness Week 23 to 29

6/2 National Cancer Survivors Day

6/1 Say Something Nice Day

6/1 Stand For Children Day

6/5 World Environment Day

6/12 Loving Day

6/14 Flag Day

6/14 (World) Blood Donor Day

6/15 World Elder Abuse Awareness Day

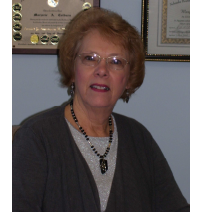
6/16 National Fudge Day

6/16 Fathers Day

6/20 Recess At Work Day

6/21 First Day of Summer

6/23 Let It Go Day



THE SUMMER OF 2013 BY MARJ COLBURN

Yeah HRC! We made it through the Legislative session with the plans to renovate Building #3 and demolish the old buildings on campus. We are likely looking at a 2-4 year project to get all of that completed. I have been asked numerous times what are the next steps and when things are going to start happening.

My understanding from DAS is that the bids for architectural designs will go out again. That means we will have people going through the building, measuring rooms, estimating out their best guess at what it will cost to remove asbestos, add walls, make a gym and what not. I'm hoping that all these proposed plans look similar to what we had in mind last summer when we started this process. DAS will look at the recommendations of each architect and will decide who gets the bid.



DAS has been asked to come up with a timeline of when things will take place. There has been no discussion of "what steps first" at this point. I don't know what will be seen as the priority in getting the project started – remove all of the asbestos first, move the Kitchen, move the Power Plant, get city water in here – who knows? We will need to be patient and see what the priorities look like for DAS. And we need to remember that we will all be living in this building while the renovations take place.

One thing I know for sure – nothing is going to happen overnight. This will be a process, and like I said,

probably a 2 - 4 year process. I've had people ask about layoffs. As we go forward with this in the next 2 - 4 years, life will change for many of us. Some will retire, some will move on, some will have personal issues to attend to. Right now my crystal ball is on heavily cloudy – I can't see the future. I know there are staff who believe that "administration knows" all the answers to this process, but I am sharing what I know with all of you when I know it. We are all going to have to be on the same page to get this moving forward, keeping the youth and ourselves safe as wrecking balls move in! Time will tell where we are at in the process, how many staff we need, and maybe what new and innovative positions we will need to move forward.

I think a more pressing issue is the upcoming Joint Commission (JC) survey. This is something we KNOW will happen within the next 6 - 8 months. A group has been working hard on policies – it's a guaranteed deficiency to have policies that say you are doing "X" while in practice you are really doing "Y". Joint Commission eats programs alive for that type of thing. As you read through policy revisions if you notice discrepancies between policy and practice, please bring it to the Policy and Procedure Committee attention so we can get those easy fixes taken care of BEFORE we get cited with a deficiency!

Starting in September, Grant Johnson and I will spearhead some training to get everyone ready for the Joint Commission survey. Just like three years ago, we find ourselves with lots of new staff who have

never been through the process with us. It's a long three day event with lots of questions and interactions with surveyors. As always, we want to put our best foot forward. Three years ago we ended the survey with three areas of focus – one had to do with initial treatment plans and deferring problems that were presented by the youth. One deficiency had to do with management of the weight room including the safety and condition of equipment. The last section had to do with staffing – competency by staff to manage the weight room in particular, and physician credentialing. Fortunately, these were all easy for us to address and our Corrective Plan of Action was accepted.

I look forward to HRC shining again in the upcoming JC survey process. We know over the course of the next few years there will be lots of changes here. We need to keep our focus on the day-to-day treatment of the youth and the services we provide. We don't want to get distracted by a long-range project and stumble through a survey looking like we aren't managing the current program well. We have a good program, good staff and a real commitment to the youth we serve. Our facility goal right now needs to be a successful Joint Commission survey.



FROM HUMAN RESOURCES BY CAROLYN BROWN

Good job, team!!! HRC employees completed their open enrollment in a timely matter.

Your new/change benefits will start July 1, 2013 and run through June 30, 2014. The check you will receive on July 10th is the first pay check that will show you the new costs and benefits. We encourage you to take the time and check that pay stub over very carefully and make sure it is what you had planned on.

This is a good time for you to go into the Employee Work Center on <http://link.ne.gov> and check out

your personal information and make changes if needed. You can update your own direct deposit information, addresses, emergency contacts, marital status, phone numbers and other personal information on-line whenever you need to. You can make changes to your beneficiaries and dependents. On any DHHS computer, simply click on the Favorite icon, click on the DHHS Links folder and then click on LINK to access the website. Other quick and easy access options under the DHHS Links folder include access to the State Employee Wellness and Benefits website, the State Retirement

website, the Wellness Options website and more!

As always, if you have any questions, please feel free to contact any of us in your local Human Resource office or you can call Christine Silvey at 402-471-4629.

NEWS FROM MAINTENANCE BY GARY PEISIGER & CHERI DELAY

Mowing has moved into high gear! With all the rain we have had, the grass has grown quickly. The unit door to Unit 82 has been replaced and looks very nice. Maintenance staff have been kept busy keeping up with the drain problems in Building 3 – it

wasn't just one but several that needed special attention. The air conditioning unit is down again in the kitchen waiting for motor repair on the cooling tower. I'm sure dietary staff are thankful for the cool days that we have been getting in amongst the hotter ones. We are

hopeful that this unit will be repaired soon.

HOUSEKEEPING UPDATE BY MARY ANN KOCH

Welcome June! The beginning of summer, and in Nebraska who knows what kind of weather. We can be thankful that we haven't received the severe weather that other areas have. God bless all in Oklahoma! I have taken advantage of the recent cooler weather to go through the old sewing room and salvage what I can use for the minor repairs and mending that I do now. I found some old record books and was amazed at the volume of goods that used to be manufactured right here on campus. In the past, the sewing room made a lot of

clothing, gowns, pajamas, curtains, aprons, hot pads, not to mention any kind of specialty items that were needed. We even used to upholster furniture! What a history behind the sewing room. As the years went by the roll changed some. Curtains, aprons, hot pads, tea towels, laundry bags, cart bags were still made here until the large reduction of staff several years ago. The only sewing that I do now is repair damaged curtains, and mend laundry and cart bags or whatever needs mended to get a little extra wear out of something.

We had the first flood in Building 3 since the new sidewalks were installed this last week. The rain was so fast and hard that it came in the south entries, down the ramps and into the south dining room and into the hall. This soaked the two 20 foot carpet runners and other mats in the way. When we arrived at work the next morning we knew what needed cleaned first! Amazing how much water those mats can hold.

Have a great month!

BROKEN FURNITURE PROCESS BY JEAN LUTHER

There have been a number of items moved into side rooms that may or may not be broken. The number of items in these rooms continues to grow and the number of rooms with unwanted furniture also increases. In order to keep the storage of broken items to a minimum, there will be a new process in place.

If you have something in your office that you no longer need or if you

find something broken, please let Jean Luther know about it. She in turn will ensure that the piece is removed to the appropriate room and notify State Store personnel. There will be one room designated for broken furniture that personnel from State Store will remove to Building 7.

Some of the items that are presently in good condition will be saved for

future use. Folding tables will be placed in a room on the housekeeping wing and will be checked out from there and returned after use. A moving cart will also be placed in the room for staff to use when moving pre-approved items.

YOU'RE A WINNER

- LaDene Madson, Randy Coil and Carolyn Brown for all the support and work they did for me in my planned medical absence and then the unplanned medical absence. I really appreciated not coming back to tons of work and the happy face greeting me. THANK YOU all so much! *Wanda*
- Thank you Shelly Cantrell for being such an easy trainee,

seems as though you have cooked all your life!! *Vicki*

- I really appreciate working with Grant and Travis. What a team!!! When my badge was removed from my pocket by a youth they were extremely quick to respond. Grant got me a temporary badge and started checking the footage from my group. Travis started radioing staff, and I had my badge back in less than an hour. I really ap-

preciate the expertise of these two gentlemen. *Pat*

- The Employee Wellness Committee did a great job organizing the Employee BBQ! To the staff who participated and provided salads and desserts, it was soooo good!! Special thanks to Doug and Josh for grilling the dogs and burgers! *Corinne*

LATE NIGHT HEAT BURST BY CHERI DELAY

On June 10 at 1:53 am, it was a pleasant 73 degrees at the Hastings Airport. Just over two hours later the temperature shot up to a blistering 97 degrees before the sun was up. It also included wind gusts ex-

ceeding 50 mph! This sudden, dramatic rise in temperature is called a heat burst. A heat burst is caused when a shower or thunderstorm weakens over a layer of dry air. The heat burst requires many more in-

gredients which can be difficult to acquire, thus making the development and observance of a heat burst rare. For further details, feel free to browse the internet at www.TheWeatherPrediction.com.

HOW WILL THE RECONSTRUCTION AFFECT SAFETY? BY JEAN LUTHER

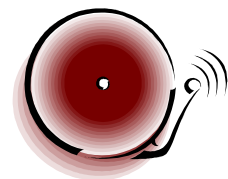
You can bet if there's reconstruction in the building it will mean there are additional standards to be met and procedures to follow. I'm not going to give you a detailed list but will let you know how a couple of them will affect you.

One standard that will affect all shifts is that there will be **double** the fire drills per quarter for each shift in

Building 3. Another will be Fire Watch procedures to be performed every half hour in areas under construction where the alarms or other parts of the Life Safety system are temporarily disconnected. This would require a staff member to check the area for all hours that the system is disabled. This may also involve the afternoon and night

shift at certain times.

These are minor inconveniences. The moving of units though? Ugh...



BREAKING THE MOTHER OF ALL BAD HABITS BY JOE TYE, CEO OF VALUES COACH, INC.

Nearly 900 Spark Plug readers responded to my recent survey on engagement and attitude in the workplace. In this article, I want to focus on one specific area: complaining. I hope you are as appalled as I am by the fact that nearly one half of Spark Plug respondents perceived that more than 20% of paid hours in their organizations are wasted on complaining and other forms of toxic emotional negativity. Much as I want to disbelieve this figure, it is so close to results of engagement studies by Gallup and other organizations that I suspect it is accurate.

But even if these figures are overstated, if that's what employees perceive, how can the leaders of an organization be sure that customers (and patients in healthcare) do not perceive the same thing? If for no other reason, this is why it is a management obligation to create high expectations and provide high support for eliminating toxic emotional negativity from the workplace.

As harmful as toxic emotional negativity is to the image and productivity of an organization, the real tragedy is the impact on the complainer him or herself. Complaining is always an outward projection of inner unhappiness and misery. Always! Moreover, chronic complaining is a habit. In fact, it is the mother of all bad habits because it underlies almost every other bad habit. If you really pay attention to your own thinking, you will discover that when you are mentally complaining what you are really doing is making a self-justifying excuse for not doing something. It's easier to complain than it is to take action.

Moreover, complaining contributes to a toxic entitlement-and-victim mindset that is damaging to both your personal happiness and professional success. Any time you complain, you are saying these four things:

Something is making you unhappy, otherwise you wouldn't be whining about it.

It's not your fault, otherwise you would be looking in the mirror instead of pointing a finger (and almost any time you complain

about anything, you are implicitly blaming someone else rather than taking personal responsibility).

There's nothing you can do about it, otherwise you would be taking action instead of just complaining (complaining is also almost always a reflection of learned helplessness).

The world is not doing enough to make your life easy and convenient and you deserve better... (fill in the blank: treatment at work, ride on the airplane, food at a restaurant, whatever you are whining about).

Breaking the complaining habit

The first step to breaking the complaining habit is to get a handle on how much of it you do yourself. I don't just mean out loud - I mean every time you think a thought that meets the above four criteria for complaining. Trust me: once you start to track it you will be appalled at how much complaining you engage in yourself.

For the next two weeks, carry around a notecard and a pen. Every time you catch yourself mentally complaining about something - anything - simply pull out the card and make a mark on it. If you are like me and most people, this activity alone will take you an hour or so each day until you break the habit!

At the end of the two weeks, pull out your card (deck!) and count up all of the marks you have made. Then multiply that number by your estimate of how long the average mental complaining session lasts (for the sake of the exercise, you can assume one minute, but I've had people tell me that their average is eight hours!). Now translate this into hours. The resulting number is the proportion of your life that got burned up in the ashtray of toxic emotional negativity during that period.

When you are mentally complaining, your mind cannot focus on anything else; gratitude for the blessings in your life, dreams for the future, appreciation for co-workers or for family. That part of your life is irrevocably lost.

The Pickle Pledge (See next page)

The simple promise that you will turn every complaint into either a blessing or a constructive suggestion can change your life. I know it has mine, and I've heard from hundreds of other people how it has improved their emotional state, as well as from organizations about how collectively it has fostered a more positive and productive workplace culture.

So if you have to park six blocks away and walk all the way to the mall, instead of complaining be grateful that you have legs (there are people in wheelchairs who would give anything to have your aching feet), and that you have a mall and don't live in a place like Haiti or Afghanistan. Then remind yourself if you ate fewer donuts and spent more time at the gym, walking six blocks would not be such an imposition. There truly is nothing you can complain about that cannot, with a little thought, be transformed into a blessing and/or a constructive suggestion.

One More Thing

Breaking the complaining habit might require you to change what sociologists call your "reference group," which is a fancy name for the people you spend time with. Just as a recovering alcoholic must stop hanging out in the bar, as soon as the complaining, whining, and gossiping starts, you need to close your ears and if possible get up and walk away.

I once had a cancer survivor tell me that the most important thing she did during her recovery was to get up and walk away as soon as the complaining started. She said she was amazed at how toxic emotional negativity drained her of the energy she needed to fight cancer, and how much brighter her life became when she refused to be a part of it. She told me that: "I learned the difference between a true friend and a bitch buddy, and that I wanted more of the former and none of the latter." The word she used to describe the change in herself was "miraculous." It's a word I'm pretty sure you will apply to yourself if you break this mother of all bad habits.

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AA/EOE/ADA

HEALTHY ATTITUDES

BY TONY MARTIN & CORINNE JENSEN

Volunteer Your Time

Now is the perfect time to find a way to contribute to the greater good in your workplace. No matter how busy you are, look for five minutes that you can give every day. Others are sure to appreciate your efforts and you might even enjoy it.

Contribute to the community. Instead of getting sucked into facility drama, create positive energy by volunteering outside of the office. Explore topics that are interesting to you such as homelessness, drama or adult literacy then find an existing program that needs volunteers. Featured below is Dave Baisinger, Principal who recently completed a volunteer project in Sharpsburg, Maryland.



Dave volunteered with the Sierra Club Service/Outing". He was with a group of 18 volunteers from around the country who spent a week helping the National Park Service spruce up Antietam National Battlefield near Sharpsburg, Maryland. Volunteers white washed, painted, sanded and fixed fences. Dave's group painted Civil War artillery plus their "caissons and limbers". The picture shows the caisson they painted that hauled powder and ammunition for the cannons along with the spare wheel. Great job, Dave!

STRAWBERRY/LETTUCE SALAD *from the kitchen of Dolores Kimminau*

Salad:

- 1 package ramen noodles, crushed, flavor packet discarded
- 1/4 cup sliced almonds
- 1/4 cup sunflower seeds
- 1/4 cup (1/2 stick) butter, melted
- 1 head romaine lettuce, washed and dried
- One 5-ounce bag baby spinach
- 1 pint strawberries, hulled and thinly sliced
- 1 cup grated Parmesan

Dressing:

- 3/4 cup sugar
- 1/2 cup red wine vinegar
- 3/4 cup vegetable oil
- 1/2 teaspoon paprika
- 1/2 teaspoons salt
- 2 cloves garlic, minced

Directions: For the salad: Preheat the oven to 400 degrees F. In a small bowl, mix the ramen noodles, almonds, sunflower seeds and melted butter. Transfer to a baking sheet and toast in the oven, stirring occasionally, until browned, about 10 minutes. Remove from the oven and set aside to cool. Tear the lettuce and combine with the spinach, strawberries and cheese in a large salad bowl.

For the dressing: Dissolve the sugar in the vinegar. Combine the oil, paprika, salt and garlic and then add to the sugar-vinegar mixture. Mix well and store in the refrigerator until ready to serve.

Just before serving, sprinkle the crunchy topping over the salad greens and toss the salad with enough dressing to coat the greens.

JOB FAIR!

HJCDP is planning on holding a Job Fair the last week in June. If anyone knows of anybody that would meet the requirements to work with the youth and want to join the HJCDP team, have them come to the Job Fair and find out more about the positions we have available!

THE PICKLE PLEDGE



"I will turn every complaint into either a blessing or a constructive suggestion."

By taking *The Pickle Pledge, I am promising myself that I will no longer waste my time and energy on blaming, complaining, and gossiping, nor will I commiserate with those who steal my energy with their blaming, complaining, and gossiping.**

** So-called because chronic complainers look like they were born with a dill pickle stuck in their mouths.*